



Site Selection Sub-Committee Conflict of Interest Statement

The goal of using a non-conflicted NC Pre-K Site Selection Sub-Committee is to:

- (1) **recommend** eligible sites for child placements to participate in the NC Pre-K Program, and
- (2) **advise** the local NC Pre-K Committee as they work with the NC Pre-K Contracting Agency to fulfill contractual site selection obligations.

The slate of choices that are recommended by the Site Selection Sub-Committee should reflect geographic and demographic diversity provided in public and private early education settings. The final selection of sites is determined by the local NC Pre-K Committee.

The local Site Selection Sub-Committee must consist of three or more members and may be a "Non-Conflicted" subset of the current NC Pre-K Committee. As NC Pre-K Committees make decisions about appropriate membership of the local Site Selection Sub-Committee, the following principles (1-6 below) should be used to guide decisions.

1. It is the duty of every Site Selection Sub-Committee member to **avoid both conflicts of interest and appearances of conflict of interest**. As part of the selection process for membership on the Site Selection Sub-Committee, potential members should be asked to disclose any conflicts of interest.
2. Each member must **sign a statement** attesting to the level and degree of a potential conflict of interest or perception of a conflict of interest. Statements must be maintained as part of the NC Pre-K Committee meeting minutes.
3. Meetings may begin with the following question: Does any Sub-Committee member have any known conflict of interest or appearance of conflict with respect to any matters coming before the NC Pre-K Committee today? If so, please **identify the conflict or appearance of conflict and refrain from serving** on the Site Selection Sub-Committee. Minutes must reflect any identified conflict of interest.
4. Members should **not solicit or accept gifts, entertainment or favors of monetary value** from anyone representing an NC Pre-K program site or site applicant. This includes any employment, contractual or professional interest that I or an immediate member of my family have in any business, firm or corporation of whatever nature that may attempt to secure funding or a contract from the local NC Pre-K Contracting Agency and/or NC Pre-K Committee.
5. Members should **not use their position** on the Sub-Committee, the NC Pre-K program name, or any property belonging to the NC Pre-K program for private profit or benefit.
6. **Members may not include** current or applying providers (*public or private*) or their representatives.

I have reviewed the Conflict of Interest Statement above and I agree to adhere to all the items listed.

NC Pre-K Site Selection Sub-Committee Member (**print and sign**)

Date